

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill De-Anza Community College District

Police Officer

Job 13-031

Closing Date: 11/26/12

The Foothill-De Anza Community College District is currently accepting applications for **Police Officer**. This position will report to District Police and Safety Services, Central Services.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Director, Safety and Security, provide police protection to the students, personnel, equipment and property of the District. Prevent entry and detain unauthorized persons on grounds or in buildings. Investigate situations and disturbances. Pursue and apprehend individuals discovered committing crimes or suspected of committing crimes against District personnel, students or property. Perform arrests and transport suspects to appropriate local law enforcement agencies. Ensure compliance with established laws, rules and procedures. Respond to suspicious activity, emergency situations, property damage and unlawful activity on District property. Respond to calls involving thefts, disturbances, vandalism and malicious mischief. Prepare investigative, crime, follow-up and incident reports relating to observed violations. Perform computerized investigation of car registration and various records. Provide security at school functions. Issue citations; and control parking and safe movement of vehicles in parking areas. Inspect and monitor the security of doors, windows and gates. Detect and report fire and safety hazards. Respond to fire and burglar alarms. Interview victims, suspects and witnesses; gather and preserve evidence. Perform other functions including dispatching, fingerprinting, controlling traffic, providing first aid, lecturing classes, line-ups, and public relations. Provide information and respond to questions from students, staff and visitors. Rotate between day, swing and weekend shifts. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Completion of appropriate California P.O.S.T. requirements including graduation from a California P.O.S.T. academy within the preceding 36 months and minimum medical standards as set by P.O.S.T., or possession of a current California P.O.S.T. Basic certificate.
3. In addition to the P.O.S.T. requirements, an additional 20 semester units of college course work is required.
4. Valid California driver's license, First Aid and CPR certificates. Minimum age 21 years.

In addition, successful candidates will demonstrate the following knowledge and abilities: (these duties are listed in the Police Officer job classification).

1. Knowledge of methods and practices of effective law enforcement and investigation.
2. Knowledge of applicable sections of the State Penal Code, State Education Code, Motor Vehicle Code,
3. Knowledge of health and Safety Code and others as assigned.
4. Knowledge of federal, State and local laws, rules and regulations related to assigned activities including evidence, search and seizure; arrests and others.
5. Knowledge of crowd and traffic control techniques.
6. Knowledge of use and maintenance of a firearm and proper operation of specialized equipment.
7. Knowledge of vehicle operations and safe driving practices.
8. Knowledge of multi-frequency/multi-jurisdiction radio operation.
9. Knowledge of advanced record-keeping techniques related to police work.
10. Knowledge of interpersonal skills using tact, patience and courtesy.
11. Knowledge of technical aspects of field of specialty.
12. Ability to demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
13. Ability to preserve and protect District property, personnel, students and the public.
14. Ability to conduct investigations, make arrests and file criminal complaints and reports.
15. Ability to observe activities accurately and remember names, faces, numbers, incidents and places.
16. Ability to utilize and maintain firearms, baton and other equipment in a safe and proper manner.
17. Ability to analyze situations accurately and adopt an effective course of action.
18. Ability to patrol effectively; and detect and prevent problems and criminal activity.
19. Ability to establish and maintain cooperative and effective working relationships with others.
20. Ability to meet standards of physical endurance and agility established by the District.
21. Ability to prepare accurate written reports.
22. Ability to render first aid in emergency situations.
23. Ability to communicate effectively both orally and in writing.
24. Ability to comply with uniform regulations, laws, procedures and other regulations.

(OVER)

25. Ability to observe legal and defensive driving practices.
26. Ability to work independently with little direction.

**WORKING CONDITIONS:
ENVIRONMENT**

1. Indoor and outdoor work environment.
2. Substantial driving and walking, standing for extended periods of time.
3. Adverse weather conditions.

PHYSICAL ABILITIES:

Must meet all minimum standards as set by POST including, but not limited to:

1. Height and weight proportional 20/100 vision without eyeglasses, correctable to 20/20. Normal color vision.
2. Normal hearing, speaking.
3. Dexterity adequate to carry out duties as required.
4. Running or walking over rough or uneven surfaces.
5. Bending at the waist, kneeling or crouching.
6. Restraining / Subduing individuals.
7. Sitting or standing for long periods of time.
8. Lifting 50 pounds or more.

HAZARDS

1. Contact with abusive or combative individuals.
2. Possible fights and confrontations.
3. First responder to emergency scenes.

ADDITIONAL TESTING MAY INCLUDE

1. Physical Agility Test
2. Oral Board Interview
3. In-depth Interview with Chief of Police
4. Medical Examination
5. Background Investigation
6. Written Test and/or assessment test
7. Psychological evaluation
8. Polygraph evaluation

To apply for this position, submit all required application materials (listed below) to <http://www.fhdajobs.net>.

APPLICATION PACKET:

1. A District application to be completed at <http://www.fhdajobs.net> **In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.*
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Police Officer.

Please scan the following materials in Word or PDF using our online system. All application materials are required for Foothill De Anza CCD employees and external candidates:

4. Copy of California POST Certificate, or certificate of completion from a CA POST academy scanned as a Required Supplemental Document.
5. Copies of college degree/transcripts (unofficial acceptable) scanned under the transcript section online.
6. Copy of current California Drivers License. Copies of current First Aid and CPR cards scanned under the license/certification section online.

If any required application materials are omitted, the committee will not review your application materials.

Application materials not required for this position (including reference letters) will not be accepted.

CONDITIONS OF EMPLOYMENT

Salary: \$4,510.67/ month plus benefits; level C6-50

Position: Full-time, Permanent, 12 months per year

This position will work different shifts.

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

This position is covered under the PERS 2%@55 Miscellaneous retirement plan.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>

